

## **PLANNING AND DEVELOPMENT DIRECTOR**

### **General Definition of Work:**

Performs responsible executive work overseeing and directing the Planning and Development Department and also performs difficult professional work in the area of community development. Work is performed under the general supervision of the Deputy County Manager. Supervision is exercised over division managers and individual contributors.

### **Essential Functions/Typical Tasks:**

**Planning, directing, coordinating and supervising all growth and development related functions including planning, zoning, community development, construction standards, and soil and water; assisting in the preparation of short and long-range community development and improvement plans; preparing graphic materials; conducting research; grants management; preparing reports; and maintaining records and files.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Responsible for hiring, directing, training, evaluating staff and has substantial influence in employment decisions.
- Plans, coordinates and supervises building, mechanical, electrical and plumbing inspection activities with responsibility for enforcing the laws, ordinances and codes relating to the construction and alteration of buildings within the County.
- Plans, coordinates and supervises zoning, flood damage prevention and mobile home park ordinance enforcement.
- Plans, coordinates and supervises and community development and direct economic development activities undertaken by the County.
- Plans, coordinates, develop studies of, analyses and makes recommendations in the long range planning functions within the County including interaction with school planning.
- Reviews and recommends amendments for ordinances and fees governing building inspection, zoning administration, planning, zoning and community development.
- Oversees special projects related to long range plans for other County departments.
- Attends preliminary site plan meetings on large projects.
- Oversees zoning and building permit issuance.
- Hears and makes investigations of complaints of departmental activities, takes appropriate action.
- Works with architects, builders and engineers to assure compliance with county and state ordinances.
- Responsible for developing, managing, and overseeing annual department budget.
- Writes grant applications, manages grant allocations and related reporting.
- Conducts field surveys community development purposes and general development activity of surrounding area.
- Explains grant regulations and community development procedures to the public and elected officials.
- Gathers, selects, compiles and analyzes data pertaining to characteristics of the area.
- Analyzes demographic and geographic information regarding population estimation and projections.
- Creates maps and graphs for analysis, demonstration and publication.
- Represents the County on numerous elected and appointed boards/committees including grant guidance, local food systems, farm development and economic development.
- Prepares reports and supporting graphic display materials descriptive of research and recommendations.
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

Thorough knowledge of the principles, practices, ordinances and current developments of community development; ; thorough knowledge of the principles and practices of building, electrical, plumbing and mechanical code enforcement; thorough knowledge of planning and zoning practices and laws; ability to plan, direct and coordinate the various phases of inspection services and program implementation; ability to analyze and systematically compile technical and statistical information and to prepare technical reports; ability to supervise the work of subordinates; ability to prepare and present technical information, facts and recommendations effectively in oral and written form; ability to establish and maintain effective working relationships with associates, government officials, representatives of other public agencies, subordinates and the general public; ability to perform duties with firmness and tact.

### **Education and Experience:**

Requires graduation from an accredited college or university with major course work in planning, public administration, engineering or related field and considerable experience in professional planning and growth and development programs.

**Physical Requirements:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires standing, walking, pulling, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**Special Requirements:**

Possession of American Institute of Certified Planners (AICP) certification. Possession of an appropriate driver's license valid in the State of North Carolina.

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